

**ATTACHMENT 1 - REQUEST FOR SHIPPING INSTRUCTIONS (To be Completed by Contractor)**

For DSCC administered contracts, contact the transportation office by FAX (614) 692-3703 or 6905 telephone (614) 692-7038 or 7039 - **(DO NOT CALL COLLECT)** and provide the following information:

**NOTE:** For domestic/stock shipments – routing will be provided if requested.)

Contractor/Requestor \_\_\_\_\_

Date of Request \_\_\_\_\_

SPO \_\_\_\_\_

Contract No./Call No. \_\_\_\_\_

Item No./CLIN No. \_\_\_\_\_

Person Calling \_\_\_\_\_

Telephone No. \_\_\_\_\_

FAX Machine No. \_\_\_\_\_

Item Description \_\_\_\_\_

Hazardous Material ( ) YES ( ) NO

MF (TCN) \_\_\_\_\_

RDD \_\_\_\_\_

PROJ \_\_\_\_\_

TP \_\_\_\_\_

SUPP ADD \_\_\_\_\_

SIG \_\_\_\_\_

No. & Type Package \_\_\_\_\_

Gross Weight/Item \_\_\_\_\_

Dimensions (LxWxH) \_\_\_\_\_

SHIPPING POINT \_\_\_\_\_

VENDOR NAME AND ADDRESS: \_\_\_\_\_

**SHIPPING INSTRUCTIONS (Will be Completed by Government Transportation Office)**

SHIP TO: \_\_\_\_\_

POE \_\_\_\_\_

POD \_\_\_\_\_

To be Shown on Bill of Lading:

MARK FOR: \_\_\_\_\_

ROUTING: \_\_\_\_\_

CARRIER \_\_\_\_\_

(Prepaid Shipment – DO NOT SHIP COLLECT)

See attachment for further instructions on FREIGHT shipments.

**FOR GOVERNMENT USE ONLY**

Date of TCMD \_\_\_\_\_

Challenged by \_\_\_\_\_

Released by: \_\_\_\_\_

Comm Code: \_\_\_\_\_ ETA: \_\_\_\_\_

TAC: \_\_\_\_\_ Remarks: \_\_\_\_\_

Instructions furnished: \_\_\_\_\_

Telephone \_\_\_\_\_

Mail \_\_\_\_\_

FAX \_\_\_\_\_

Date/Initials \_\_\_\_\_